

# CONSTRUCTION SAFETY COORDINATOR EXAMINATION APPLICATION INSTRUCTIONS

All sections of the application form are **mandatory** (unless non-applicable)

## 1. AUTOMATIC ELIGIBILITY

Automatic Eligibility to challenge the Gold Seal Exam is granted to applicants who possess a current Construction Safety Officer designation or equivalent as issued by a Provincial/Territorial Construction Safety Association or Provincial Government. (Please note that this includes a minimum of 3 years direct experience working on a construction site with responsibility for administering the Health Safety and Environment (HSE) program)

*(A letter of authenticity is required where a CSO certificate is not available)*

## 2. ELIGIBILITY TO CHALLENGE THE EXAM VIA EXPERIENCE AND EDUCATION

### A. Industry Experience

In order for the Gold Seal Review Committee to approve your industry experience, it is important that you provide a project list giving brief details of your work history; names, addresses and phone numbers of all employers; job titles and responsibilities.

It is critical that you provide a clear description of the HSE responsibilities that you have held over the years. Job titles alone do not provide sufficient insight.

**Industry Experience:** A minimum of 5 years (Canadian) working experience with major responsibility for construction Health Safety and Environment.

**Homebuilding Experience:** Experience in the homebuilding sector is allowable only if the projects involve "multi-story, multi-family, poured-in-place or steel frame structures."

**Not-for-profit:** Work for not-for-profit organizations, governments, etc., is not eligible for experience credits.

### B. Related Health, Safety and Environment Designations

If you have a National Professional Safety Designation (i.e. CRSP, CHSC, etc) please provide a copy of the certificate.

If you are Gold Seal Certified in one or more of the certifiable designations, please provide a copy of your Gold Seal Certificate.

### C. Education & Training

#### Training – Special Industry Courses

Construction HSE related courses will receive 1 credit for every six hours of training. Copies of certificate or course attendance records must be provided. Courses must have been taken within the last 5 years. Duration of courses must also be included.

### D. Letter of Recommendation

*All applicants **must** provide a letter of recommendation from their current employer stating their position within the company, length of time with the company as well as a brief summary of duties.*

**Self-Employed:** *If the applicant has been self-employed for more than 5 years, no letter is required. If the applicant has been self-employed for less than 5 years, a letter from a client is required.*

## **PROJECT LIST**

**Experience must be indicated on a signed and dated project list.**

- In order for the Gold Seal Review Committee to approve your industry experience, it is important that you provide a project list giving brief details of your work history; names, addresses and phone numbers of all employers; job titles and duties; projects worked on including name, description, contract value, year and contact name.
- For the project information requirements, please provide in your project list a list of the principal projects that you were associated with in each year as a Job Site Manager responsible for health, safety and environmental concerns. The project list provided **must** be used by applicants to list projects. (*Photocopy as needed.*)
- It is critical that you provide a clear description of the HSE responsibilities that you have held over the years. Occupational titles alone do not provide sufficient insight.
- Only one project is required per year.

## **GENERAL INFORMATION**

### **EXAMS**

Proficiency in one of the two official languages is essential when challenging the Gold Seal exams.

### **EXAM NO SHOW**

If an applicant has indicated that he/she will sit for an exam and fails to show up to write, they will be charged an administrative fee of \$50.00 + GST or HST where applicable. This administrative fee will be waived if the applicant notifies the CCA office in writing at least 10 days prior to the date of the exam that he/she will not be writing.

### **APPLICATION REVIEW PROCESS**

Applications must be submitted to the local/provincial construction association for the preliminary review (a list of local/provincial associations is available on the Gold Seal website). The preliminary review is a recommendation to the National Review Committee; the final approval is at the National level.

### **APPLICATION FEE PROCESSING**

All application fees are processed upon receipt of application. This is no indication that the application has been approved. All fees are refundable should the application be denied.

## **THE GOLD SEAL CREDIT SYSTEM**

In order to qualify for Gold Seal certification as a Construction Safety Coordinator you require a minimum of 100 'credits', allocated on the following basis:

You are automatically eligible to challenge the exam if you possess a Construction Safety Officer certification or equivalent as issued by Provincial/Territorial Construction Safety Association or Provincial Government and can demonstrate a minimum of three (3) years direct experience working on a construction site with the responsibility for administering the Health Safety and Environment (HSE) program.

**Industry Experience:** 10 credits per documented year (minimum 5 years = 50 credits).

### **Related Health, Safety and Environment Designations: (if applicable)**

- 1) National Professional Safety Designations (i.e. CRSP, CHSC, etc)= 20 credits

### **OR**

- 2) Gold Seal certified in one or more of the other Gold Seal certifiable Designations= 10 credit

**\*Note:** Experience and education credits received on the first application will not be applicable for credits on the second application

**Education & Training:** *Candidates must have a minimum of 25 credits, to a maximum of 50 credits in this section.*

**Education: (Use 1 Formal Education credit only)**

Grade 12:	5 credits
Related Engineering Degree/Diploma:	15 credits
Post-Secondary Occupational Health and Safety Certificate:	20 credits
Post-Secondary Occupational Health and Safety Diploma:	25 credits
Post-Secondary Occupational Health and Safety Degree:	30 credits

**Training – Special Industry Courses:** *(Taken within the previous 5 years)*

Construction HSE related seminars and education sessions = 1 credit for every 6 hours of training.



**Canadian  
Construction  
Association**

400-75 Albert Street, Ottawa, ON K1P 5E7  
Tel: (613) 236-9455 Fax: (613) 236-9526



## GOLD SEAL CERTIFICATION PROGRAM Construction Safety Coordinator Examination Stream Application Form

### PERSONAL DATA

**Name:** \_\_\_\_\_  
(as it will appear on certificate)

**Address:** \_\_\_\_\_

**Telephone (Home):** \_\_\_\_\_ **(Business):** \_\_\_\_\_ **(Cellular):** \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **E-mail:** \_\_\_\_\_  
Day Month Year

**Most Current Employer:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Dates employed:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year Day Month Year

**Responsibilities:** *(please attach job description or summary of duties)*

### 1. AUTOMATIC ELIGIBILITY

CSO or equivalent certificate # \_\_\_\_\_

Issued by \_\_\_\_\_

*(Please enclose a copy of your certificate) If you meet the automatic eligibility skip to section D of the application form.*

### 2. ELIGIBILITY TO CHALLENGE THE EXAM VIA EXPERIENCE AND EDUCATION

#### A Industry Experience

**Industry Experience:** Minimum 5 years (Canadian) experience in Designation

10 credits per year (**must** complete project list)

#### B Related Health, Safety and Environment Designations

I currently hold a National Professional Safety Designation (i.e. CRSP, CHSC, etc)

Designation \_\_\_\_\_

Issued by \_\_\_\_\_ Expires \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

**OR**

**I hold a Gold Seal Certificate as follows:**

Estimator  Superintendent  Project Manager  Owner's – Project Manager

## C Education & Training

### Formal Education:

- Provide Proof of Academic Achievement (*not required for secondary school*)

Level of Education	Name of School & College/City	Program of Study Completed	Duration and Details
<i>High School</i>		General <input type="checkbox"/> Technical <input type="checkbox"/>	Grade completed _____ Year completed _____
<i>Related Engineering Degree/Diploma</i>		Degree <input type="checkbox"/> Diploma <input type="checkbox"/>	# of years _____ Year completed _____
<i>Post-Secondary Occupational Health and Safety Certificate</i>			# of years _____ Year completed _____
<i>Post Secondary Occupational Health and Safety Diploma</i>			# of years _____ Year completed _____
<i>Post Secondary Occupational Health and Safety Degree</i>			# of years _____ Year completed _____

**Training – Special Industry Courses (SIC) (taken within the last 5 years):** Attach certificates, transcripts, or other proof of completion. Duration of courses **must** be provided.

	Course Name/Description	Institution/Organization	Year	Duration (hours)
1.				
2.				
3.				
4.				
5.				

### D Letter of recommendation from current employer attached.

**Self-Employed:** *If you have been self-employed for more than 5 years, no letter is required. If you have been self-employed under 5 years, a letter from a client is required and must be included.*

### E Application fee: \$300 plus G.S.T. or H.S.T. where applicable per Gold Seal Certificate.

Cheque payable to CCA  Visa  MasterCard

Card Holder's Name \_\_\_\_\_ Card # \_\_\_\_\_  
(Please Print)

Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_

Do you require a receipt? Yes  No

*\*Fee may be subject to change. GST Registration #R106844624.*

*\*The processing of application fees is no indication of application approval. All fees are refunded should the application be denied.*

## WHY ARE YOU SEEKING GOLD SEAL CERTIFICATION?

Self-enhancement  Employer request/demand  Improve employment opportunities

Facilitate geographic mobility

OTHER  (explain)

Where did you learn about the Gold Seal Program? \_\_\_\_\_

## APPLICATION CHECKLIST

The following documentation must be provided.

- Letter of recommendation from employer
- Project List of industry HSE experience **signed and dated**
- CSO or Provincial/Territorial equivalent
- Educational Diploma/Degree (copies)
- Copies of Special Industry course certificate and duration
- Payment of **\$300 plus GST or HST where applicable** per certificate
- Signed Application (see below)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please submit application to  
your Local or Provincial Construction Association**

# GOLD SEAL PROJECT LIST

Please provide a list of the principle projects **for which you had major HSE responsibility** (one project for each year of experience). *(Please photocopy as required.)*

Project Name:	Contract/Sub Contract Value \$:
Description:	Year:
Employer:	Designation:
Owner or Prime Contractor:	
Contact name:	Phone No.:
Duties:	
Project Name:	Contract/Sub Contract Value \$:
Description:	Year:
Employer:	Designation:
Owner or Prime Contractor:	
Contact name:	Phone No.:
Duties:	
Project Name:	Contract/Sub Contract Value \$:
Description:	Year:
Employer:	Designation:
Owner or Prime Contractor:	
Contact name:	Phone No.:
Duties:	
Project Name:	Contract/Sub Contract Value \$:
Description:	Year:
Employer:	Designation:
Owner or Prime Contractor:	
Contact name:	Phone No.:
Duties:	
Project Name:	Contract/Sub Contract Value \$:
Description:	Year:
Employer:	Designation:
Owner or Prime Contractor:	
Contact name:	Phone No.:
Duties:	

I declare that the information provided is true and correct to the best of my knowledge. This declaration **must** be signed and dated by the applicant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date